

ORDINANCE NO. 1119

AN ORDINANCE OF THE CITY OF LAKE MARY, FLORIDA,  
AMENDING CHAPTER 150A OF THE CODE OF ORDINANCES  
ENTITLED "UNIFORM BUILDING NUMBERING SYSTEM",  
PROVIDING FOR CONFLICTS, SEVERABILITY, AND  
EFFECTIVE DATE

WHEREAS, the current code uses terminology and states requirements  
inconsistent with the adopted fire prevention code and with the (Seminole)  
County-wide E-911 Emergency Number System; and

WHEREAS, it is the desire of the staff and City Commission to provide for  
clear, uniform and updated regulations within the Codes to facilitate the life,  
health and safety of its citizens and the public.

IT IS HEREBY ENACTED BY THE CITY OF LAKE MARY AS  
FOLLOWS:

Section 1 Amended as;

CHAPTER 150A: ~~UNIFORM BUILDING NUMBERING~~ ADDRESSING SYSTEM

Section

<u>150A.01</u>	Purpose of uniform <del>numbering</del> <u>addressing</u> system
<u>150A.02</u>	Definitions
<u>150A.03</u>	Uniform <del>building numbering</del> <u>addressing</u> system established; incorporation of map
<u>150A.04</u>	Administration and assignment of <del>numbers</del> <u>addresses</u>
<u>150A.05</u>	Posting of numbers
<u>150A.06</u>	Municipal annexation
<u>150A.07</u>	Address changes
<u>150A.99</u>	Penalty

§ 150A.01 PURPOSE OF UNIFORM ~~NUMBERING~~ ADDRESSING SYSTEM.

This chapter is adopted for the purpose of providing a uniform ~~building~~  
~~numbering~~ addressing system for the assignment of address numbers to  
buildings and structures located on or with access from officially named public  
and private streets and ways in the city, in the interest of the public health, safety  
and general welfare of the citizens and inhabitants of the city.

(Ord. 491, passed 3-1-90)

2 **§ 150A.03 UNIFORM BUILDING NUMBERING ADDRESSING SYSTEM**  
3 **ESTABLISHED; INCORPORATION OF MAP.**

4 A uniform ~~building numbering~~ addressing system, as shown on the maps,  
5 identified by the title, "~~Building Numbering~~ Address Master Maps", and filed in  
6 the office of the Seminole County ~~Planning Department~~ Addressing Coordinator  
7 is hereby adopted for use in this city pursuant to an interlocal agreement on file  
8 with the Board of County Commissioners and this city. Upon adoption, the  
9 uniform ~~building numbering~~ addressing system maps and the grid maps and  
10 each amendment thereto shall be on file in the office of the City Clerk.  
11 (Ord. 491, passed 3-1-90)  
12

13 **§ 150A.04 ADMINISTRATION AND ASSIGNMENT OF NUMBERS.**  
14

15 (A) The Seminole County ~~Planning Department~~ Addressing Coordinator has  
16 been assigned responsibility for coordinating and maintaining the numbering  
17 system by the Board of County Commissioners. Said ~~Department~~ Coordinator  
18 shall assign building numbers and street names in conformity with the uniform  
19 ~~building numbering~~ addressing system, with the exception of areas identified in  
20 paragraph (B). Charges for such assignments shall be made in accordance with  
21 a fee schedule duly adopted by resolution by the Board of County  
22 Commissioners.  
23

24 (B) The City shall retain the authority to address a lot, parcel or building that  
25 is owned, leased or operated by the City.  
26

27 ~~(B) (C)~~ Should an existing building fail to conform with the uniform ~~numbering~~  
28 ~~addressing~~ system, the Seminole County ~~Planning Department~~ Addressing  
29 Coordinator will give notice to those owners or occupants whose building number  
30 is in nonconformity ~~with the uniform building numbering system~~. Said notice will  
31 be delivered to the owner or occupant by certified mail, return receipt requested,  
32 by posting same in a conspicuous place on the property or by hand delivery. Said  
33 notice may include a notification of a change of address which shall contain the  
34 new building number(s) assigned to the building in accordance with the uniform  
35 ~~building numbering~~ addressing system and shall direct the owner or the occupant  
36 to post the newly assigned building number on said building or property in  
37 accordance with the provisions of the uniform ~~building numbering~~ addressing  
38 system. The owners or occupants shall have 30 days from receipt of the notice  
39 sent by certified mail, from the date of delivery, if delivered by hand, or from the  
40 date of posting, if such notice is posted on the property, to come into compliance.  
41

42 ~~(D) (C)~~ Assignment by the Seminole County ~~Planning Department~~ Addressing  
43 Coordinator of ~~the assigned~~ a number to a lot or parcel on which a projected  
44 future building may be constructed shall be a condition precedent to the issuance  
45 of a Building Permit for any such building.

1    § 150A.02 DEFINITIONS.  
2

3       For the purpose of this chapter, the following terms, phrases, words, and their  
4       derivations shall have the meaning given herein, unless the context clearly  
5       indicates otherwise:  
6

7       **ACCESSORY BUILDING.** A building which is clearly incidental or subordinate  
8       to and customarily utilized adjacent to and in connection with a principal building  
9       located on the same lot.  
10

11       ~~**BUILDING FRONT OR FACADE.** That area or facade of a building, which has~~  
12       ~~visible numbers from a public or private street or way, because it faces the public~~  
13       ~~or private street or way pursuant to which the building is numbered. When a~~  
14       ~~building is constructed on a corner lot, the building front or facade shall be that~~  
15       ~~area of the building which faces the street on which a projected address was~~  
16       ~~assigned or, in the event a projected address has not been assigned, the area so~~  
17       ~~designated by the Planning Department of Seminole County. The main entrance~~  
18       ~~or access of the building where numbers properly posted would be visible from a~~  
19       ~~public or private street to which the building is numbered. When a building is~~  
20       ~~constructed on a corner lot, the building front shall be that area of the building~~  
21       ~~that is the main public egress. By way of example, if a building is on the corner~~  
22       ~~lot of street "A" and street "B", and architecturally appears to be fronting street~~  
23       ~~"A", but the side of the building that has the primary entrance or access faces~~  
24       ~~street "B", then the building will be addressed to street "B". The front of the~~  
25       ~~building for addressing purposes will be determined by the City's public safety~~  
26       ~~departments and the Seminole County Addressing Coordinator.~~  
27

28       ~~**BUILDING NUMBERING ADDRESSING MAPS.** A master set of maps which,~~  
29       ~~in conjunction with approved plats and site plans, details the existing street~~  
30       ~~names and numbering scheme and the projected street name and numbering~~  
31       ~~scheme within Seminole County; said maps, in addition to the plats and site~~  
32       ~~plans, being currently designated the one inch to 400 feet legal section maps.~~  
33

34       **E-9-1-1 COORDINATOR.** That person designated by the City Manager to  
35       assist Seminole County in designing, implementing and maintaining an  
36       emergency telephone response system which involves the expeditious response  
37       of public safety, police and other services resulting from such emergency  
38       telephone system.  
39

40       **GRID SYSTEM GUIDE.** A series of designated north/south parallel lines  
41       intersecting a second set of east/west parallel lines, as indicated on the official  
42       "master grid maps", currently delineated on a 1:2000 map of Seminole County.  
43

44       **NONCONFORMANCE.** Any failure to comply with the provisions of this  
45       chapter including, but not limited to by way of example: a number out of

1 sequence, odd or even number on wrong side of street, rural box numbers,  
2 numbers improperly affixed, numbers illegible, numbers unclear, numbers  
3 obstructed, numbers not visible, numbers not present, numbers of improper size,  
4 numbers not in contrast with immediate background, weather-worn numbers,  
5 wrong numbers, and non-approved numbers.

6  
7 **OCCUPANT.** Any person, firm, entity, partnership, trust, corporation,  
8 association, or other organization who is occupying or leasing a building or other  
9 property ~~for a period exceeding 30 days.~~

10  
11 **OWNER.** Any and all persons, firms, entities, partnerships, trust, corporation,  
12 associations, or other interest in, any building or property which is subject to the  
13 provisions of this chapter.

14  
15 **PRINCIPAL BUILDING.** Any structure which is designed, built or used for the  
16 support, enclosure, shelter, or protection of persons, animals, ~~chattels~~ or property  
17 of any kind for any residential, commercial, or industrial purpose.

18  
19 **PRIVATE WAY.** Any street, road, avenue, drive, cul-de-sac or other  
20 thoroughfare used for vehicular traffic and any easement or right-of-way that  
21 provides sole access to more than one parcel or lot which is not included in the  
22 definition of **PUBLIC WAY** and which is not maintained by Seminole County, the  
23 City of Lake Mary or the Florida Department of Transportation. This term shall  
24 include, but is not limited to roadways or driveways in mobile home parks,  
25 apartments, condominiums, and commercial or industrial complexes, which have  
26 been named and signed in accordance with the comprehensive plan of this city.

27  
28 **PROJECTED STREET NAME AND NUMBERING SCHEME.** All approved  
29 site plans and plats, including amendments thereto, which contain projected  
30 street names and addresses although no construction or development has  
31 occurred on the projected street.

32  
33 **PUBLIC WAY.** Any area of a public road or right-of-way, either paved or  
34 unpaved, which is intended for vehicular traffic, and that has been dedicated to  
35 the City of Lake Mary, Seminole county or State of Florida for the purpose of  
36 vehicular traffic and for use as a thoroughfare for vehicular traffic whether  
37 accepted or not by the city, excluding, however, service entrances or driveways.

38  
39 **UNIFORM BUILDING NUMBERING ADDRESSING SYSTEM.** A system by  
40 which existing buildings, units within buildings, and projected lots and parcels for  
41 future buildings are assigned addresses in a coordinated and uniform method  
42 based on a designated grid system contained in the official master grid maps.  
43 (Ord. 491, passed 3-1-90)  
44

1 (Ord. 491, passed 3-1-90) Penalty, see § 150A.99

2  
3  
4  
5 **§ 150A.05 POSTING OF NUMBERS.**

6  
7 All buildings within the municipal limits of the city, shall have its assigned  
8 building number properly displayed in accordance with the provisions of this  
9 chapter and the Florida Fire Prevention Code, whether or not mail is delivered to  
10 such building or property. It shall be the duty of the owners and occupants of  
11 each building in the city, to post the assigned building number on the property in  
12 conformity with this chapter as follows:

13  
14 (A) The building address number shall be permanently affixed to the building  
15 front or facade as defined herein, or to a separate structure such as a mailbox,  
16 post, wall, fence, or other visible and commonly used area, in such a manner as  
17 to be clearly visible and legible and without obstruction from the public or private  
18 way on which the building fronts.

19  
20 (B) ~~Any numbers which are not clearly visible and legible from the public or~~  
21 ~~private way shall not be used. The location of the affixed numbers shall not~~  
22 ~~cause confusion as to which property they are assigned to when not posted~~  
23 ~~directly on the principal building.~~

24  
25 (C) The numerals shall be of a contrasting color with the immediate  
26 background of the building or structure on which such numerals are affixed and  
27 shall not be less than three inches in height and ~~one-half inch in width for~~  
28 residential buildings, structures or portions thereof, and at least six inches in  
29 height for all other buildings, structures or portions thereof.

30  
31 (D) Numerals shall be made of a durable weather-resistant material.  
32 (Ord. 491, passed 3-1-90) Penalty, see § 150A.99

33  
34 **§ 150A.06 MUNICIPAL ANNEXATION.**

35  
36 Whenever a parcel of land, a subdivision, or any part thereof, becomes part of  
37 the municipal limits of this city, by annexation, the Seminole County ~~Planning~~  
38 ~~Department~~ Addressing Coordinator will review the address numbers of such  
39 property and determine whether such numbers, their posting, and the method of  
40 numbering for such annexed portion conforms to the designated grid system and  
41 the uniform building numbering addressing system within 30 days of such  
42 annexation.

43 (Ord. 491, passed 3-1-90)

44  
45 **§ 150A.07 ADDRESS CHANGES.**

1 (A) If the number, posting, or method of numbering a building is in  
2 nonconformance with Seminole County's grid system and uniform building  
3 numbering addressing system after a municipal annexation, the Seminole County  
4 Planning Department Addressing Coordinator will give notice of such  
5 nonconformance to the owners or occupants of the affected building or property.

6  
7 (B) Said notice shall be delivered by certified mail, return receipt requested;  
8 by posting said notice in a conspicuous place on the building; or by hand  
9 delivery.

10  
11 (C) Said notice shall include a notification or a change of address which shall  
12 contain the correct or new building number(s) assigned to the building or property  
13 in accordance with the provisions of this chapter and the date of notification.

14  
15 (D) Said notice shall direct the owner or the occupant to post the newly  
16 assigned building number(s) contained in the change of address on said building  
17 or property in accordance with this chapter.

18  
19 (E) Said notice shall notify the owner or occupant that, if he or she disagrees  
20 with the determination of the Seminole County Planning Department Addressing  
21 Coordinator, an appeal may be taken regarding the determination made. The  
22 Deputy County Administrator/County Development Manager or his or her  
23 functional successor shall hear such appeals.

24 (Ord. 491, passed 3-1-90) Penalty, see § 150A.99

25  
26 **§ 150A.99 PENALTY.**

27  
28 (A) Any person, firm, entity, partnership, trust, corporation, association, or  
29 other organization failing to comply with the provision of this chapter shall be  
30 punished as provided by general law.

31  
32 (B) The e-City Code Enforcement Board shall have jurisdiction over violations  
33 of this chapter. Proceedings before the Code Enforcement Board shall be  
34 governed by its rules and procedures.

35 (Ord. 491, passed 3-1-90)

1                   Section2. Conflicts. All ordinances or resolutions or parts of  
2 ordinances or resolutions in conflict herewith are hereby repealed to the extent of  
3 any conflict.

4                   Section 3. Severability: If any section, sentence, phrase, word or  
5 portion of this Ordinance is determined to be invalid, unlawful or unconstitutional,  
6 said determination shall not be held to invalidate or impair the validity, force or  
7 effect of any other section, sentence, phrase, word, or portion of this Ordinance  
8 not otherwise determined to be invalid, unlawful, or unconstitutional.


9                   Section 4. Effective date. This Ordinance shall take effect  
10 immediately upon passage and adoption.

11                   PASSED AND ADOPTED this 5 day of February, 2004.

12  
13 FIRST READING: January 22, 2004

14  
15 SECOND READING: February 5, 2004

16  
17 CITY OF LAKE MARY, FLORIDA

18  
19   
20  
21  
22  
23  
24 MAYOR, THOMAS C. GREENE

25  
26  
27 ATTEST:

28   
29  
30 CITY CLERK, CAROL A. FOSTER

31  
32 Approved as to form and legality:

33   
34  
35 CITY ATTORNEY, CATHERINE D. REISCHMANN